



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **SUPERVISING INSURANCE RATE ANALYST**

**\$5,835 – \$7,047**

**RATE REGULATION BRANCH – RATE FILING BUREAU (LA2)  
LOS ANGELES**

### **RESPONSIBILITIES:**

The Supervising Insurance Rate Analyst plans, assigns, and directs staff in the review and evaluation of data upon which insurance rates are based; analyzes rates, rating plans and rating systems of various rating organizations or insurance companies; supervises; participates in negotiations and hearings on rates and acts as a technical consultant to the Insurance Commissioner at such hearings; and meets and corresponds with insurers.

### **DESIRABLE QUALIFICATIONS:**

- Ability to analyze rating plans and rating systems;
- Ability to provide direction and leadership to a group of insurance rate analysts;
- Ability to communicate effectively and analyze administrative and technical problems;
- Ability to develop effective working relationships with all levels of staff;
- Knowledge of advanced principles of insurance, complex risk analysis, rating plans, rating systems and classification, and insurance law;
- Knowledge of principles of insurance of risk analysis, rating plans, ratemaking, rating systems, and classification; and insurance company practices and policies in regard to ratemaking, income and expense accounting, underwriting, rating, policy maintenance, and recordkeeping;
- Willingness to pursue professional enhancement activities by acquiring and maintaining an advanced working knowledge of insurance products, laws, practices, and procedures through independent study and continuing education courses.

### **WHO MAY APPLY:**

Applications will be accepted from current State employees at the Supervising Insurance Rate Analyst level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

11-15-12-tf

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### **DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

**AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.**

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## **STATEMENT OF QUALIFICATIONS:**

All interested candidates must submit a completed standard State of California application and a "Statement of Qualifications" in order to be considered for this position. The Statement of Qualifications is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications listed above. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

***Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the Statement of Qualifications will be eliminated from the selection process.***

## **APPLICATION PROCEDURE:**

Send a completed standard State of California application and a "Statement of Qualifications" to Teresa Foster, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "SUPERVISING INSURANCE RATE ANALYST #413-324-4432-001" on the State application.** For additional information, please call Teresa Foster at (916) 492-3423.

**FINAL FILING DATE:      NOVEMBER 29, 2012 - Close of Business**

***NOTE: Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.***

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